

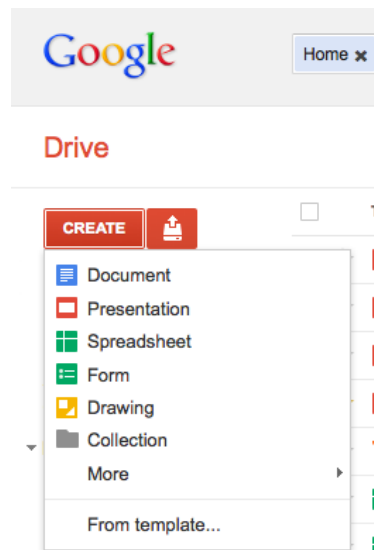


Using Google Tools

Google offers a vast array of tools.

Google Drive Cloud storage where you can save your files

Most Common Tools



Document – Word Processing

Presentation – Equivalent to PowerPoint

Spreadsheet – An Excel type Program

Form – Allows for input that is then recorded on a spreadsheet

Drawing – Simple drawing program to sketch ideas

Advantages to these tools

1. Files are stored in a cloud drive that allows access from any internet connection.
2. Allows for collaborative work.

Additional Tools

<http://www.google.com/intl/en/about/products/index.html>

Gmail - fast, searchable email

Groups- Create mailing lists and discussion groups

Chrome – fast web browser

Translate –type in one language and program translates to one of 66 other languages

Books – search the full text of books

Scholar – search scholarly papers

Calendar – organize your schedule and share events with others

iGoogle - Add news, games and more to your Google homepage

Maps –View maps and directions

Earth – explore the world from your computer

SketchUp – Build 3D models quickly and easily

Blogger – site to create your own web blogs

Useful Google Videos

Overview Web Page for Google Tools

<https://drive.google.com/>

Google Drive Hands -On Preview

<http://www.youtube.com/watch?v=ef472jsDGE4&feature=related>

Make Spreadsheets and Collaborate with Google Docs

<http://www.youtube.com/watch?v=QSp5bQov2Mo>

Make Presentations and Collaborate with Google Docs

<http://www.youtube.com/watch?v=Bv-khHLNNvw&feature=relmfu>

Exploring Google Drive

<http://www.youtube.com/watch?v=1SjRH3SImIM&feature=related>

A Google a Day in the classroom

<http://www.youtube.com/watch?v=X9X2iFKn01c&feature=relmfu>

Actual Web site for Google a Day <http://agoogleaday.com>

Go Google: Google Drive

<http://www.youtube.com/watch?v=wKJ9KzGQq0w&feature=relmfu>

Google Calendar Video Tutorial for Beginners

<http://www.youtube.com/watch?v=em2KijviXJ0&feature=plcp>

Google Docs 2012 Beginners Tutorial

<http://www.youtube.com/watch?v=tzftoXrNn0Q>

Gmail Tutorial for Beginners

<http://www.youtube.com/watch?v=526QZYACC9k>

Using Google Forms in Google Docs

<http://www.youtube.com/watch?v=lzgaUOW6GIs&feature=relmfu>

Google Forms Tutorial

<http://www.youtube.com/watch?v=CdG3Qs4uP08>

Google Search Stories series of videos

<http://www.youtube.com/user/SearchStories/>

Introducing a new Google Docs

http://www.youtube.com/watch?v=6_hJ3R8jEZM&feature=related

Google Docs in Plain English

<http://www.youtube.com/watch?v=eRqUE6IHTEA&feature=relmfu>